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2 March 1971

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Reports Costs Reduction

REFERENCE : Your memorandum, dated 18 December 1970,
subject as above

25X1

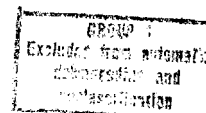
Reference telecon with [] of your staff.

As requested, attached is the summary sheet of reports by requirement category for the Office of Medical Services showing the change we plan to meet our cost reduction goal. Specifically, we plan to convert Report No. 5, Monthly Field Medical Report (Category 1 in your classification) from a monthly to a quarterly report (this is underlined in blue on the summary sheet). It is estimated that these monthly reports now cost \$2,970 annually. Converting to quarterly reporting should therefore result in a cost saving that more than meets our goal.

[]
Executive Officer
Office of Medical Services

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Attachment



MORI/CDF